

17 July 1964

MEMORANDUM FOR: Chief, SR/CA

SUBJECT : Vacation Policy for Employees of Prolog
Research and Publishing Company, Inc.

In paragraph 5 of an Agency audit report of Prolog dated 6 May 1964, recommendation was made that a written policy governing vacations for Prolog employees be established. Messrs. Lebed and Czajkowsky told me on 8 July that the following policy was established during a recent meeting of the Prolog Board of Directors, and that it has been made a matter of record in the minutes of the meeting. A copy of the minutes will be forwarded to Headquarters for SR Division files.

- a. Employees on record with Prolog for one year will be given one week of vacation time.

Two weeks vacation time will be allowed employees who have been on board from two to five years.

Employees on record with Prolog over five years will be allowed three weeks vacation time.

- b. Vacation time can be accumulated for a period of two years after which time it will be forfeited unless special approval is given by the Board of Directors to reimburse the individual for the unused vacation time at the rate of salary paid him.

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE/METHOD/EXEMPTION 3B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

APPROVED

SR/CA

Excluded from automatic
downgrading and
declassification

*This was
written before
14 July
memo of reply
to audit report*